St Peter's Catholic Primary School

Teaching Assistant Job Description:

School: St. Peter's Catholic Primary School
Base: The Beehive (Inclusion Base) & Mainstream Classrooms
Reporting to: SENCO / Class Teacher / Headteacher

Main Purpose of the Job

- To provide close 1:1 and small-group support for children with SEND—specifically focusing on Autism and Communication & Interaction—under the guidance of the SENCO and teaching staff.
- To deliver individualised provision within the Beehive (our dedicated inclusion base) as well as within mainstream classrooms or on a withdrawal basis.
- To assist with the smooth integration of pupils with SEND into mainstream classes and wider school life.
- To provide flexible classroom and pupil support across the school as required to ensure smooth day-to-day running.
- To work as an integral part of our inclusive Catholic school team, in close partnership with staff, parents and external specialists.

Major Duties and Responsibilities

1. Pupil Support & Inclusion

- Provide dedicated 1:1 support for a pupil with an EHCP (Autism and Communication & Interaction) to support emotional regulation and learning.
- Support other pupils in **The Beehive**, maintaining a calm and structured environment.
- Assist with integrating pupils with SEND into mainstream lessons, break/lunchtimes and school trips.
- Provide flexible cover and support for other classes across the school when needed.

2. Teaching, Learning & Assessment

- Deliver agreed work programmes and targeted 1:1 or small-group interventions (including speech and communication strategies).
- Contribute to planning, recording, and reviewing individual plans (EHCPs, SEN Support Plans, My Plans) with the teacher and SENCO.
- Use ICT, visual aids and adapted resources to build pupil independence.

3. Pastoral, Personal & Medical Care

- Use positive behaviour and de-escalation strategies to keep pupils and staff safe.
- Support physical, personal, and hygiene needs.
- Support pupil medical needs (administering medication after training) and carry out basic first aid duties.

4. Communication & Whole-School Ethos

- Communicate warmly with parents and carers about daily events and wellbeing, guided by the teacher/SENCO.
- Uphold the inclusive Catholic ethos, safeguarding policies and reasonable requests of the SENCO or Headteacher.

Person Specification: SEN Teaching Assistant (Full Time)

Criteria	Essential	Desirable	How Assessed
Qualifications & Training	• Good standard of general education, including GCSE English and Maths (Grade C / 4 or above, or equivalent). • Willingness to undertake specialist training, including Team Teach, safeguarding and first aid.	• NVQ Level 2 or 3 in Supporting Teaching and Learning (or equivalent childcare/care qualification). • Current Team Teach, Paediatric First Aid or Autism/SLCN training.	Application Form / Certificates
Experience	• Experience working with or supporting children (in a school, nursery, youth, or care setting). • Experience supporting children with Autism and/or Speech, Language and Communication Needs (SLCN).	• Experience working in a primary school or specialist inclusion/resource base. • Experience delivering targeted 1:1 or small-group interventions. • Experience contributing to EHCPs, SEN Support Plans or My Plans.	Application Form / Interview / References
Knowledge & Skills	• Understanding of how Autism and communication needs impact learning, sensory regulation and behaviour. • Ability to build trusting, positive relationships with pupils and use calm de-escalation strategies. • Good basic ICT skills to support learning and record pupil progress. • Clear, warm communication skills with pupils, staff and parents.	• Knowledge of visual communication tools (e.g., Makaton, PECS, visual timetables, Now/Next boards). • Understanding of primary curriculum expectations and safeguarding/KCSIE procedures.	Application Form / Interview